



Microsoft Word Online

Overview

This webinar will share how you can work smarter using Office 365, how to manage your work files and share and collaborate with others using Word Online.

Webinar Agenda

00:00 – 10:00 **Welcome:** Introductions, Meeting Controls, Attendance, Objectives
(10-minute duration)

10:00-20:00 **OneDrive Overview**

(10-minute duration)

OneDrive for Business makes it easy to manage your work files, share them, and collaborate with others from anywhere.

- **Anywhere access.** Get stuff done anywhere with your mobile device, tablet, or PC. Files will be updated on all of them.
- **Offline access.** Access selected files without being online. No connection, no problem.
- **Protect your files.** If you lose your device, you won't lose your files and photos when they're saved in OneDrive.

20:00-45:00 **Word Online**

(25-minute duration)

Create, edit and collaborate easily with Office Online. With Word Online you can access templates or create your own document for others to review and co-author in real time

- Overview of ribbons and tabs
- Highlights
 - Sharing
 - Comments
 - Editor
 - Check accessibility
 - Immersive reader
 - Dictate
 - Translate
 - What's New
 - Format Painter
- Sharing from OneDrive

45:00-60:00 **Closing Questions and Answers**

(15-minute duration)

Resources

- <https://education.microsoft.com/en-us>
- <https://support.office.com/en-us/word>
- <https://support.office.com/en-us/article/Collaborate-on-Word-documents-with-real-time-co-authoring-7dd3040c-3f30-4fdd-bab0-8586492a1f1d>